

A decorative graphic of a scroll with a black outline, featuring a rolled-up end on the left and a small circular detail on the top right. The text is centered within the scroll.

**CAPITAL IMPROVEMENTS
PROGRAM
FY 2014-2021 PLAN
WINDHAM,
NEW HAMPSHIRE**

**Presented to the Windham Planning Board
October 16, 2013**

I. Introduction

New Hampshire Revised Statutes delegate to the Planning Board the responsibility for preparing a Master Plan to guide the development of the municipality. The Windham Planning Board adopted a Master Plan in 1985 and, has since, updated the plan every five years. The update for the 2005 Master Plan was completed during the first half of calendar year 2005. During the last year the Windham Planning Board completed a Benchmark Review of the 2005 Master Plan. No alterations were made to the 2005 Master Plan report. A Capital Improvement Program (CIP) is the financial counterpart to a Master Plan. The CIP is a financial master plan for charting a municipality's capital needs over a specified time frame. The programming of capital expenditures into a rational planning and budgeting process is an important management tool for the allocation of tax revenue.

Growth can have a substantial impact on the municipal services and facilities. CIP's have become associated with efforts to manage growth and tax impact. Revised Statutes Annotated 674:22 requires municipalities, which regulate development through a growth management ordinance, to prepare and adopt a Master Plan and a CIP. Although it is a prerequisite of a growth ordinance, a CIP can stand alone on its own merits as a planning tool.

At the 1986 Town meeting, the voters of Windham authorized the Planning Board to prepare a CIP. A Planning Board CIP Sub-Committee was formed to undertake this task. While NH RSA 674:5-8 states that it is the Planning Board which prepares the plan, it is important to involve the Board of Selectmen, School Board, Town department heads, and other Town boards and commissions. Since it is the Selectmen and School Board who prepare the budget in Windham, they are a vital part of the CIP process.

According to the Windham Planning and Zoning Board bylaws, the CIP Sub-Committee's membership is as follows:

- One Selectman appointed by the chairman of the Board of Selectmen whose term shall be one year.
- One School board member appointed by the chairman of the School Board whose term shall be one year.
- Two members of the Planning Board appointed by the chairman of the Planning Board whose term shall be one year.
- Three members of the general public appointed by the chairman of the Planning Board whose terms shall be three years, limited to a six-year tenure.

Throughout this document, "department" will be used to encompass all town boards, commissions, committees, trustees, and departments.

The CIP Sub-Committee has the following tentative meeting schedule:

JUNE	Appoint new members and organize for the coming year.
JULY	Request written capital project proposals from town departments and School Board.
AUGUST/SEPT	Meet with all departments and committees to discuss their capital needs.
SEPTEMBER	Meet to review submitted capital projects and develop the plan.
OCTOBER/NOV	Conduct a workshop with the Planning Board followed by final presentation to the Planning Board and hold a public hearing.

The Capital Improvements Program is a budgetary document that forecasts major Town expenditures for a legally mandated six-year period. Windham has traditionally created a CIP for a longer eight-year period. A summary analysis of each project is included in the CIP.

The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities to meet the community's needs are provided in accordance with the financial capabilities of Windham.

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$40,000. In previous years the minimum amount for a capital request was \$50,000. The amount was reduced last year.

CIP expenditures are considered beyond the scope of normal annual operating or maintenance expenses. Included are:

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$40,000 for the above capital improvements

A Capital Improvements Program offers many advantages:

- Stabilizes year-to-year variations in capital outlays.
- Makes acquisitions more feasible and defensible (e.g., land for water supply, waste disposal, recreation).
- If used in conjunction with a pooled investment reserve fund, can offset total costs of capital expenditures by reducing interest payments.
- Enables the town to establish growth control measures (in conjunction with a master plan).
- Facilitates implementation of the master plan by scheduling proposed projects over a period of time. The program can eliminate duplication and a random approach to expenditures.
- Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures and serves to coordinate the activities of various departments.
- Establishes priorities for projects on the basis of needs and cost.

The CIP Annual Process:

- Request from each of the Town departments detailed individual capital improvement requests.
- Schedule presentations, by department, of each request.
- CIP Sub-committee discusses and classifies each request by need and funding amount. (See Section IIA – Method of Classification for definition of need)
- CIP Sub-committee prepares eight year appropriations spreadsheet which is presented to Planning Board.

The Planning Board and the CIP Sub-Committee together review the CIP and make desired revisions. After a public hearing is held, the Planning Board adopts the CIP. The CIP recommendations for the budget for the upcoming year are presented to the Selectmen and School Board for their consideration. The Board of the Selectmen, the School Board, and the electorate, should adopt the first year of the CIP program as the capital budget for that year.

The capital budget, the school department's operating budget, and the town's operating budget together make up the total municipal budget for the year.

II. Background: CIP 2013 Plan

A. Method of Classification and Prioritization of Capital Projects

New Hampshire RSA 674:6 requires that the Capital Improvements Program (CIP) classify projects according to urgency and need and to contain a time sequence for their implementation. In accordance with the Capital Improvements Programming Handbook prepared by the Southern New Hampshire Planning Commission, the Windham CIP Sub-Committee has adopted a classification schedule that uses six (6) possible classifications as outlined below. In deliberations leading up to the CIP Sub-Committee's proposed capital allocations, each submitted project is assigned a class. The list of projects requested for this year's plan is attached hereto as Appendix B.

After each project is classified, projects falling into the same class are reviewed against town needs as identified by the town master plan and further prioritization is established based upon available funds in each year.

Class	Category	Description
Class I	Urgent	Cannot be delayed, needed immediately for health and safety needs.
Class II	Necessary	Necessary. Needed within 1- 3 years to maintain basic level and quality community services.
Class III	Desirable	Desirable. Needed within 4-6 years to improve quality and level of service.
Class IV	Deferrable	Can be placed on hold until after the 6-year period, but supports community development goals.
Class V	Premature	Premature. Needs more research, planning and coordination.
Class VI	Inconsistent	Inconsistent. Contrary to land use planning or community development

B. Year 2014 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2013 to determine the proposed CIP funding for the subsequent years in its plan. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2013 the town valuation figure was set at \$2,050,306,410.

To compute the available CIP funds for year 2014, the sub-committee used the actual 2013 valuation and applied a 0.5% increase to reach \$2,060,557,942 as an estimated tax valuation figure. For FY 2014-2021 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2015 – 2021 years.

The CIP Sub-Committee has recognized the enormity of the costs attributable to the new high school. The current CIP Appropriations Chart Plan does not include the costs of the new high school bond. However, it is shown as "Other Appropriations" in order for the community to be aware of its impact on the overall tax rate for the Town of Windham. The sub-committee believes that in order to continue to fund needed town-wide capital improvement projects, the high school bond costs should be removed from the core CIP plan. If not, the bond costs would exceed the annual allocated funding and preclude any funding for other needed projects.

The CIP Sub-Committee has adopted a CIP rate of \$0.75 per thousand to fund the non-high school capital projects. It is required that the first year of the CIP plan be balanced to zero (2014 in this plan).

III. CIP FY 2014 Plan

FUNDING AMOUNTS

2013 Actual Town Tax Valuation Less Utilities	\$2,050,306,410
2014 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	\$2,060,557,942
CIP funding at \$0.75 per thousand of 2014 Estimate	\$ 1,545,418
Other CIP Contributions:	
Assistance to Firefighters Grant	\$ 807,500
State Transportation Enhancement Grant	\$ 135,000
State Highway Grant	\$ 144,000
Searles Bond	\$ 78,100
TOTAL AVAILABLE CIP FUNDING FOR 2014	\$ 1,164,600
FIXED CIP OBLIGATIONS FOR 2014	
None	
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 2,710,018

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IV. CIP FY 2014 – 2021 Appropriations Chart

CIP FY 2014 - 2021 Appropriation Chart (Summary)

	Notes	CRF Balances	2014	2015	2016	2017	2018	2019	2020	2021
CIP Projected Availability			\$1,545,418	\$1,553,146	\$1,568,677	\$1,584,364	\$1,600,207	\$1,624,211	\$1,648,574	\$1,673,302
Fixed CIP Obligations										
Searles Bond (2014-2021)	1			12,719	12,496	12,273	12,050	11,826	11,603	11,380
Total Fixed Obligations			\$0	\$12,719	\$12,496	\$12,273	\$12,050	\$11,826	\$11,603	\$11,380
Effective Availability Other			\$1,545,418	\$1,540,426	\$1,556,181	\$1,572,091	\$1,588,157	\$1,612,384	\$1,636,970	\$1,661,922
Other CIP Annual Contributions		-	1,164,600	156,719	12,496	12,273	12,050	11,826	11,603	11,380
Net to Annual Appropriations		\$ -	\$ 2,710,018	\$ 1,697,146	\$ 1,568,677	\$ 1,584,364	\$ 1,600,207	\$ 1,624,211	\$ 1,648,574	\$ 1,673,302
Annual Appropriations										
HERITAGE COMMISSION		-	0	0	0	0	0	0	0	0
FIRE DEPARTMENT	122		1,070,000	500,000	70,000	0	265,000	0	0	1,500,000
HIGHWAY AGENT			540,000	570,000	545,000	450,000	485,000	520,000	760,000	900,000
LIBRARY	24,875		175,721	0	0	0	0	0	0	0
SELECTMEN			180,000	0	0	0	0	0	0	0
SEARLES HISTORIC COMMITTEE			78,100	0	0	0	0	0	0	0
SOLID WASTE MANAGEMENT			80,000	0	0	0	0	0	0	0
RECREATION			275,000	0	0	0	0	0	0	0
SCHOOL DEPARTMENT	196,884		311,197	0	0	0	0	0	0	0
Total Annual Appropriations			\$ 2,710,018	\$ 1,070,000	\$ 615,000	\$ 450,000	\$ 750,000	\$ 520,000	\$ 760,000	\$ 2,400,000
Variance			\$0	\$627,146	\$953,677	\$1,134,364	\$850,207	\$1,104,211	\$888,574	(\$726,698)

CIP FY 2014 - 2021 Appropriation Chart (Details)

	Notes	CRF Balances	2014	2015	2016	2017	2018	2019	2020	2021
Effective Availability Other			\$ 1,545,418	\$ 1,540,426	\$ 1,556,181	\$ 1,572,091	\$ 1,588,157	\$ 1,612,384	\$ 1,636,970	\$ 1,661,922
OTHER CIP ANNUAL CONTRIBUTIONS										
Assistance to Firefighters Grant (Quint)	2		807,500							
State Transportation Enhancement Grant (Rail Tra	3		135,000							
Searles Special Revenue Fund	4	4,000		12,719	12,496	12,273	12,050	11,826	11,603	11,380
State Highway Grant (80% of cost Snow Rmvl Eq	5		144,000							
State Highway Grant (80% of cost Snow Rmvl Eq	6			144,000						
Searles Bond	7		78,100							
Total Other contributions			\$ 1,164,600	\$ 156,719	\$ 12,496	\$ 12,273	\$ 12,050	\$ 11,826	\$ 11,603	\$ 11,380
Net to Annual CIP Appropriations			\$ 2,710,018	\$ 1,697,146	\$ 1,568,677	\$ 1,584,364	\$ 1,600,207	\$ 1,624,211	\$ 1,648,574	\$ 1,673,302
ANNUAL APPROPRIATIONS										
HERITAGE COMMISSION										
Continuing Windham History										
Sub-Total			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FIRE DEPARTMENT										
1980 Ladder 1 Replacement (Quint)	8	122	850,000							
2006 Ambulance Replacement			220,000							
1994 Engine-2 Replacement				500,000						
Mobil Data, Terminal & Software					70,000					
Ambulance Replacement							265,000			
Public Safety Substation										1,500,000
Sub-Total		\$122	\$1,070,000	\$500,000	\$70,000	\$0	\$265,000	\$0	\$0	\$1,500,000
HIGHWAY AGENT										
Road Improvements		-	360,000	390,000	420,000	450,000	485,000	520,000	560,000	600,000
Snow Removal Equipment - 5 Ton Truck			180,000							
Snow Removal Equipment - 5 Ton Truck				180,000						
Wood Chipper & F450 and F350 replacement					125,000					
Small Rubber Track Excavator										100,000
5 Ton Dump Truck Replacement									200,000	
5 Ton Dump Truck Replacement										200,000
Sub-Total		\$0	\$540,000	\$570,000	\$545,000	\$450,000	\$485,000	\$520,000	\$760,000	\$900,000

CIP FY 2014 - 2021 Appropriation Chart (Details)

	Notes	CRF Balances	2014	2015	2016	2017	2018	2019	2020	2021
ANNUAL APPROPRIATIONS (continued)										
LIBRARY										
Replace carpet & paint interior			80,850							
Replace HVAC			94,871							
Arch. Design & Management	9	24,875								
Sub-Total		\$24,875	\$175,721	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SELECTMEN										
Rail Trail			180,000							
Sub-Total		\$0	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SEARLES HISTORIC COMMITTEE										
Searles School & Chapel Improvements			78,100							
Sub-Total		\$0	\$78,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SOLID WASTE MANAGEMENT										
Wheel Loader			80,000							
Sub-Total		-	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION										
Spruce Pond			275,000							
Sub-Total		-	\$275,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCHOOL DEPARTMENT										
Repair/Replace Septic	10	1,645								
Paving/Parking Repair	11	27,173								
Bldg Roof Repair/Replace	12	168,066								
Replace roofs at WCS and WMS			311,197							
Sub-Total		\$196,884	\$311,197	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL ANNUAL APPROPRIATIONS			\$2,710,018	\$1,070,000	\$615,000	\$450,000	\$750,000	\$520,000	\$760,000	\$2,400,000
VARIANCE			\$0	\$ 627,146	\$953,677	\$1,134,364	\$850,207	\$1,104,211	\$888,574	(\$726,698)
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond			3,499,531	3,388,250	3,292,250	2,350,250	2,282,250	2,214,250	2,146,250	2,010,250
Secondary High School Bond			482,756	463,069	443,381	423,694	399,138	379,713	-	-
State Building Aid Received (Offset)			(953,986)	(949,486)	(830,361)	(616,596)	(596,023)	(576,590)	(477,071)	(461,956)
Total Payments			\$ 3,028,302	\$ 2,901,833	\$ 2,905,270	\$ 2,157,348	\$ 2,085,365	\$ 2,017,373	\$ 1,669,179	\$ 1,548,294
Total cost per thousand town valuation			1.47	1.40	1.39	1.02	0.98	0.93	0.76	0.69

CIP FY 2014-2021 Footnotes

Fixed CIP Obligations:

1 Represents 7 year bond (2014 - 2021) of \$78,100 at 2.0% for Searles School & Chapel improvements.

Other CIP Annual Contributions:

- 2 Required 95% funding from Assistance to Firefighters Grant (AFG) through the Department of Homeland Security.
- 3 Required 75% funding from State Transportation Enhancement Grant.
- 4 Represents rental revenue from Searle's Chapel.
- 5 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 6 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 7 Anticipated Bond for Searles School & Chapel improvements.

Capital Reserve Fund:

- 8 Unexpended CIP funds from prior years.
- 9 Unexpended CIP funds from prior years.
- 10 Unexpended CIP funds from prior years.
- 11 Unexpended CIP funds from prior years.
- 12 Unexpended CIP funds from prior years.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED	\$
			CIP TAX RATE	AVAILABLE
\$2,050,306,410		2013	\$0.75	\$1,537,730
\$2,060,557,942	0.5	2014	\$0.75	\$1,545,418
\$2,070,860,732	0.5	2015	\$0.75	\$1,553,146
\$2,091,569,339	1.0	2016	\$0.75	\$1,568,677
\$2,112,485,032	1.0	2017	\$0.75	\$1,584,364
\$2,133,609,883	1.0	2018	\$0.75	\$1,600,207
\$2,165,614,031	1.5	2019	\$0.75	\$1,624,211
\$2,198,098,242	1.5	2020	\$0.75	\$1,648,574
\$2,231,069,715	1.5	2021	\$0.75	\$1,673,302

V: Requested Capital Projects and Action Taken

A. Heritage Commission

Project Title: Continuing Windham History

Proposed by: Carol Pynn

Estimated Cost: \$50,000 FY2014

Proposal: Continue the history of Windham in written and bound form. It has been many years since the history of Windham has been updated. The Heritage District Commission feels that because the Master Plan is being updated, it is the best time to update the Town's history in time for the celebration of Windham's 275th anniversary. The funds would be used for research and the cost of professionals to write up and correlate the information.

CIP Recommendation: The sub-committee found that the request was inconsistent with the purpose of the Capital Improvements Project and assigned this request a Classification of VI (Inconsistent) with no funding in the plan.

B. Fire Department

Project Title: Ladder-1 (1980 Spartan) 100' Aerial Replacement with a 'Quint' (combination pump, tank, fire hose aerial device and ground ladder)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$850,000 Requested for 2014

Proposal: A scheduled rotation of the Fire Department fleet is safe and cost effective. Given the age and maintenance costs required to keep them in service the department recommends replacement. The Ladder is proposed to be replaced with a 'Quint' which more effectively utilizes manpower and is shorter in length than the ladder truck and can thus maneuver in tighter areas. It is the department's intent to apply to the Department of Homeland Security Assistance to Firefighter's Grant. If awarded, this grant would provide for ninety five percent (95%) funding for the purchase of the vehicle, all necessary equipment and personal training costs. Should the department not receive this grant, this request would become null and void.

CIP Recommendation: The CIP Sub-committee assigned the request a Classification I (Urgent) with funding of \$850,000 in FY2014. However, the acquisition is contingent upon the Town receiving the 95% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

Project Title: 2006 Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$220,000 Requested for 2014

Proposal: 2014 Replacement of Ambulance-2006 for \$220,000.00 based on Town Vehicle replacement policy

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of I (Urgent) with funding in FY 2014.

Comments: The sub-committee approved this request as consistent with the high use of this vehicle and with the town vehicle replacement policy, maintaining the availability of safe and effective town emergency care.

Project Title: Engine-2 (1994 E-One)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$500,000 Requested for 2015

Proposal: A scheduled rotation of the Fire Department fleet is safe and cost effective. Given the age and maintenance costs required to keep them in service the department recommends replacement. The current engine does not work well on our roads because of the turning radius as this engine was built on a Freightliner chassis.

CIP Recommendation: The CIP Sub-committee assigned the request a Classification II (Necessary) with funding of \$500,000 in FY 2015.

Fire Department (Cont'd)

Project Title: Mobile Data Terminals, Hardware and Software

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$70,000 FY2016

Proposal: Installation of an integrated mobile data system in fire apparatus allows for timely and efficient delivery of information to first responders. The equipment would provide electronic mapping for first responders, “best route” information, and site-specific information including warning of recorded hazardous materials on site as well as electronic location mapping of vehicles to ensure efficient assignment of vehicles to different incidents.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification II (Necessary) with funding in FY 2016.

Project Title: Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$265,000 Requested for 2018

Proposal: Ambulance Replacement in FY 2018 for \$265,000 based on Town Vehicle replacement policy

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of III (Desirable) based on the timing of this request with funding in FY 2018.

Comments: The sub-committee approved this request as consistent with the high use of this vehicle and with the town vehicle replacement policy, maintaining the availability of safe and effective town emergency care.

Project Title: Public Safety Sub- Station

Proposed by: Chief Thomas L. McPherson

Estimated Cost: \$1,500,000.00 Requested year 2019

Proposal: The longest and farthest response time from the existing station location is Route 28. On average it takes 8 – 10 minutes with an ambulance and nearly 12 minutes with a fire apparatus to respond to this area. These numbers are far above the national standard averages. Continued study will determine if the sub-station should be located in the area of Route 28 or another area in town. The reconstruction of Exit 3 and widening of I-93 with increasing traffic will impact this study. In summary, the Fire Department believes that a sub-station will be needed in the future to meet the life safety needs of the community.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification V (Premature) with funding suggested in FY 2021 to allow for the necessary study and planning for a complete proposal and full consideration by the CIP Sub-Committee.

Comments: Prior CIP Sub-committees have requested a study be performed to justify funding of this request. The requested research and planning is not yet complete in terms of response time and determination of a location and size that would improve response times for the most residents.

C. Highway Department

Project Title: Roads

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$360,000 in 2014, Total of \$3,785,000 for Years 2014-2021

Proposal: This is an ongoing request to provide funding to rebuild roads throughout Windham. Funding would help to improve drainage, infrastructure (both to improve conditions for daily travel and a reduction of plowing problems), and paving reclamation. If the Highway Department completes all projects proposed, they will repave/reconstruct approximately 2.5 miles of roads per year. However, this is only half of what we should be addressing each year. Windham has just over 100 miles of Town maintained roads. A new road lasts 20-25 years before it needs to be repaved. Hence, we should be repaving 4 to 5 miles of roads per year.

By not keeping up with the repaving cycle, we are then forced to reconstruct additional miles of roads each year. It should be noted that the cost of reconstructing a mile of roadway is 10 times that of paving one.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$360,000 in FY2014, \$390,000 in FY2015, \$420,000 in FY2016, \$450,000 in FY2017, \$485,000 in FY2018, \$520,000 in FY2019, \$560,000 in FY2020, and \$600,000 in FY2021.

Project Title: Snow Removal Equipment - Five Ton Truck

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$180,000 in Year 2014

Proposal: The Highway Department has requested snow removal equipment (including trucks and equipment) necessary to reduce salt use on Windham roads. The equipment could also be used throughout the year on other highway projects. The equipment is eligible for an 80% grant reimbursement through a State Highway Grant. This is a federally sponsored program to help reduce chloride use on roads. Funds are in place at the state level.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent/Safety) with funding of \$180,000 in FY2014. However, the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

Project Title: Snow Removal Equipment - Five Ton Truck

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$180,000 in Year 2015

Proposal: The Highway Department has requested snow removal equipment (including trucks and equipment) necessary to reduce salt use on Windham roads. The equipment could also be used throughout the year on other highway projects. The equipment is eligible for an 80% grant reimbursement through a State Highway Grant. This is a federally sponsored program to help reduce chloride use on roads. Funds are in place at the state level.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$180,000 in FY2015. However, the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

Project Title: Wood Chipper and F-350 and F-450 Replacements

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$125,000 in Year 2016

Proposal: To purchase a wood chipper, an F-350 type and an F-450 type vehicles to replace existing equipment. These are used to do tree and brush work for normal maintenance and to deal with storm damage.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding in FY 2016.

Highway Department (Cont'd)

Project Title: Small Rubber Track Excavator

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$100,000 in Year 2017

Proposal: To purchase a small track excavator for multiple uses including ongoing roadside duties (shoulder repairs and shimming), treatment of swale and detention pond maintenance, culvert work, and basin work or repairs.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2021.

Project Title: Five Ton Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 in Year 2020

Proposal: For a scheduled replacement of an existing truck. The cost is for a complete replacement. This amount may be reduced if the attached equipment on the current vehicle is in good condition.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2020.

Project Title: Five Ton Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 in Year 2021

Proposal: For a scheduled replacement of an existing truck. The cost is for a complete replacement. This amount may be reduced if the attached equipment on the current vehicle is in good condition.

CIP Recommendation: The sub-committee assigned a Classification V (Premature) with funding in FY 2021.

D. Library

Project Title: Painting and Carpeting

Proposed by: Carl Heidenblad, Library Director

Estimated Cost: \$80,850 in Year 2014

Proposal: The carpet inside Nesmith Library is 16 years old and has not been changed since the library was constructed. The wear and tear on the carpet is not just unsightly but is also a tripping hazard especially in the high traffic areas. The Library will have to be closed for the installation of the new carpet and it would be the best time to paint the interior walls as they too are in need some repairs and a fresh coat. The cost of the carpeting including installation and the interior painting is \$80,850.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent/Safety) with funding of \$80,850 in FY2014.

Project Title: HVAC Repair and Replacement

Proposed by: Carl Heidenblad, Library Director

Estimated Cost: \$94,871 in Year 2014

Proposal: Based on recommendations of the Energy Audit, the Library has decided to replace the existing system with a Carrier Weather Series single-packaged rooftop unit (ground mounted on a pad) with a packaged VAV solution. This would include the roof top unit with Heating and Cooling and new DDC controls. The existing VAV boxes would be re-used. The present system is 16 years old (also installed during construction), is inadequate, temperamental and prone to breakdowns. The new system will decrease the cost of operations and maintenance, increase energy efficiency and provide a comfortable space for users and employees. The cost of upgrading the heating and air-conditioning systems and reconfiguring the ventilation systems is \$94,871.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$94,871 in FY2014.

E. Board of Selectmen

Project Title: Rail Trail Improvements

Proposed by: David Sullivan, Town Administrator on behalf of the Windham Board of Selectmen

Estimated Cost: \$180,000 in FY2014

Proposal: The town has received approval of a State Transportation Enhancement (TE) Grant to finish the remaining 0.6 miles of trail along the Windham Rail Trail located off Depot Road. The Town's 25% share of the grant is \$45,000, with the State contributing \$135,000 toward the project. In order for the project to move forward, the town needs to raise its \$45,000 at the 2014 Town Meeting. If funding is not raised, the grant funds will lapse and be allocated to another community's project.

This project completes the Windham Rail Trail to the Salem Town Line. The Town of Salem is a partner in the grant and will be constructing 2+ miles of trail improvements. Funding from the State through the TE Grant is limited in terms of availability and will be eliminated in 2015. Without support, the project would be at risk of not being completed.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$180,000 in FY2014. However, the project is contingent upon the Town receiving the 75% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

F. Searles Historic Committee

Project Title: Searles School and Chapel Improvements

Proposed by: Peter Griffin and Marion Dinsmore

Estimated Cost: \$78,100 FY2014

Proposal: Searles School and Chapel is the only building in town that has the distinction of being on the National Register of Historic Places. It is used for meetings and functions by the town as well as private weddings and parties. The rentals produce approximately ten to fifteen thousand dollars of income per year. The request, for \$78,100, will be used for interior and exterior repairs and improvements. The seven year bond will provide the funding for this request and the bond payments will be covered by the rental income. This will be at no cost to the taxpayers. The last payment, on the previous ten year bond for the West Room repairs, was made in 2013. That loan was paid for by income from Searles School and Chapel revenue, at no cost to the Town. The new repairs and improvements will bring in more rentals and revenue as well as historically preserve the building for future use.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding in FY 2014.

G. Solid Waste Management

Project Title: Wheel Loader

Proposed by: David Poulson

Estimated Cost: \$80,000 FY2015

Proposal: For replacement of the 2006 JCB wheel loader. The loader is a vital piece of equipment at the Transfer Station. Without a loader, the waste streams cannot be moved or loaded into trailers. In addition, our loaders are used for snow removal, towing, lifting and other related tasks. Without an operational loader, the operation shuts down. The recommended replacement timeframe for a loader is approximately eight years. Our current loader is eight years old in 2014. The plan is to purchase another matching loader to the 2009 Takeuchi to reduce operating and maintenance costs due to common parts, service and maintenance.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding in FY 2014.

H. Recreation Committee

Project Title: Sports Facility (Spruce Pond)

Proposed by: Dennis Senibaldi on behalf of the Recreation Committee

Estimated Cost: \$275,000 FY2014

Proposal: The proposal is to construct recreation fields on land off Route 28 adjacent to Spruce Pond residential development (Tax Map Sheet 3-B Lot 601). This is a repeat request for phase one (of a two-phase project) of the Spruce Pond Field Project. Phase I of the Spruce Pond recreational project is the construction of a rectangular multi-use field to accommodate the needs of the Soccer and Lacrosse Organizations for their increase enrollment. Over the years, the participation in youth sports has increased significantly in Windham leading to scheduling conflicts and lack of maintenance to fields. All the permits and approvals for the project are in place and donations with an estimated value of \$250,000 to engineer, strip, prep and fill the 330' X 240' field have been secured. These donations are in addition to the funding requested and do not offset the requested funds for this project. Construction on the project is ready to begin.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification II (Necessary) with funding in FY2014.

I. Windham School District

Project Title: Replacement of Roofs at WCS and WMS

Proposed by: Jerome Rekart on behalf of the Windham School Board

Estimated Cost: \$400,000 in FY2014

Proposal: To use \$400,000 to replace roofs at Windham Center School and Windham Middle School that have been identified as "poor" or worse by the District Administration. This request is aligned with the prediction of the 2011 comprehensive report of the Facilities Master Planning Committee for the Windham School District, which indicated that the roofs of Windham Center School would need replacement "within 1-2 years" (see p. 28; http://www.windhamsd.org/schbinfo/Masterplan-AppendixFG_05-16-2011.pdf) and is part of a larger, scheduled plan for replacing the aging roofs throughout the District.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$311,197 in FY2014.

J. Departments/Committees with No Requested Projects for the FY 2014-2021 CIP:

**Tax Department
Senior Center
Housing Authority
Cable
Community Development Department
Police Department
IT/GIS Department
Assessing Department
Town Clerk's Department
Maintenance Department
Cemetery Trustees
Windham Economic Development Committee
Local Energy Committee
Conservation Committee
Planning Board**

APPENDIX A

2013 CIP SUB-COMMITTEE MEMBERSHIP

- ❖ Rob Gustafson - Chairman (Citizen Volunteer)
- ❖ Sy Wrenn - Vice-Chairman, Planning Board Member
- ❖ Jennifer Simmons – Secretary (Citizen Volunteer)
- ❖ Alan Carpenter – Planning Board Member
- ❖ Neelima Gogumalla – Member (Citizen Volunteer)
- ❖ Al Letizio, Jr - Board of Selectmen Representative
- ❖ Jerome Rekart – School Board Member
- ❖ Dennis Senibaldi – Alternate School Board Representative
- ❖ Roger Hohenberger – Alternate Board of Selectmen Representative

APPENDIX B

PROJECT CLASSIFICATIONS

Department	Project	Year	Cost	Class							Total	Avg.
				Class								
Fire Department	1980 Ladder 1 Replacement (Quint)	2014	850,000	1	1	1	1	1	1		6	1.00
Searles Historic Committee	Searles School & Chapel Improvements	2014	78,100	1	1	1	1	1	1		6	1.00
Highway Department	Roads	2014	360,000	1	1	1	1	1	1		6	1.00
School District	Replace roofs at WCS and WMS	2014	400,000	1	1	1	1	1	1		6	1.00
Selectmen	Rail Trail	2014	180,000	1	2	1	1	1	1		7	1.17
Library	Replace carpet and paint interior	2014	80,850	1	1	1	1	2	1		7	1.17
Highway Department	5 Ton Truck	2014	180,000	1	2	1	2	1	1		8	1.33
Fire Department	2006 Ambulance Replacement	2014	220,000	1	1	2	2	1	1		8	1.33
Library	Replace HVAC system	2014	94,871	2	2	1	1	2	1		9	1.50
Recreation	Spruce Pond	2014	275,000	2	2	1	1	1	2		9	1.50
Fire Department	Mobile Data Terminals	2016	70,000	2	2	2	2	2	3		13	2.17
Highway Department	5 Ton Truck	2015	180,000	2	3	2	3	2	2		14	2.33
Solid Waste Management Dept	Wheel Loader	2014	80,000	2	3	2	3	2	2		14	2.33
Fire Department	1994 Engine-2 Replacement	2015	500,000	2	3	2	3	2	2		14	2.33
Highway Department	Wood chipper and F-450 and F-350 replaceme	2016	125,000	3	3	3	3	3	3		18	3.00
Fire Department	Ambulance Replacement	2018	265,000	3	3	3	3	3	3		18	3.00
Highway Department	Small rubber track excavator	2017	100,000	4	4	4	4	4	4		24	4.00
Highway Department	2014 5 Ton Truck replacement	2020	200,000	4	4	5	5	4	4		26	4.33
Fire Department	Public Safety Sub-Station	2019	1,500,000	5	4	5	5	4	4		27	4.50
Highway Department	2015 5 Ton Truck replacement	2021	200,000	5	4	5	5	4	5		28	4.67
Heritage Commission	Continuing Windham History	2014	50,000	6	6	6	2	6	5		31	5.17